

MANAGING MY INFO



The My Info page is accessible to all FDM Users. Use My Info to review and update your contact information and your associated reviewers, Assistants and Filers.

Reviewers

For reviewers, the My Profile page displays your associated FDM reviewer (one level above and one level below your selected role), filers and assistants.

Filers

For Filers, the My Profile page displays your associated FDM reviewers and any Filer Assistants.

The My Profile page is where Filers and Supervisors change their assigned Supervisor, Senior Legal Counsel and ADAEO.

Assistants

For Assistants, the My Profile page displays the Supervisor and/or Senior Legal Counsel you are assisting.

Updating My Profile

1. Select **My Info | My Profile**. If you have multiple roles in FDM, select your role from the Roles drop-down menu.

Changing Your Assigned Reviewers

2. Click **Change** beside your current Supervisor, Senior Legal Counsel or ADAEO's name. A selection page is displayed.
3. Type the appropriate name in the search fields and then click **Search**.
4. Locate the appropriate Supervisor or Senior Legal Counsel name and click **Select** beside their name.

Note: If searching by e-mail, use the DOD CAC-embedded e-mail address.

The selected reviewer receives an e-mail notification indicating the changes that were made by the filer.

Last Name	First Name	Middle Name	Grade	E-Mail Address	Phone	Organization	Select
Alfin_1	G	X	GS13	a_alfin_1@us.army.mil	000-000-0000	Civilian	Select
Alfin_10	G	X	GS13	a_alfin_10@us.army.mil	000-000-0000	Civilian	Select